



Human Resources

DATE POSTED: September 27, 2005

REQ. # 05-231

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 - 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 09-27-2005 TO 10-01-2005, but will remain open until filled.

DEPARTMENT/DIVISION
SOLID WASTE

POSITION AVAILABLE
SCALE OPERATOR

OF OPENINGS
1

STARTING SALARY
\$10.62 / hour

COMMENTS
Newly approved position available October 1, 2005.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 823
PAY GRADE 10
SALARY : \$10.62 - \$15.97
SCALE OPERATOR

MAJOR FUNCTION: Computer work in processing weigh receipts of all traffic entering the landfill. Insures proper separation and disposal location. Maintaining various accounting records for accounts receivable.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of basic computer operations. Knowledge of Solid Waste operations, hours, rates and procedures.

Abilities: Ability to read, write, and make simple mathematical computations. Ability to maintain simple records and make verbal and written reports. Ability in dealing with the public in the enforcement of rules and regulations. Ability to use typewriter and 10 key calculator. Ability to establish and maintain harmonious working relationships with public and other employees. Ability and judgment in making minor decisions. Ability to handle cash properly and accurately. Ability to maintain clerical records and prepare reports from such records.

ESSENTIAL JOB FUNCTION: Provide gate control in allowing entrance and exit of vehicles using the landfill. Assesses material charges based upon established user fee schedules. Collects fees from landfill users and receives tipping fees. Maintains various reports such as daily records, vehicle count, load sizes, and type of material being dumped. Enforces regulations impartially and provides safety to landfill site. Responsible for cleanliness of the scale house. Shift work and weekends are required. Performs related work requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good vision and hearing with or without correction. Walking and frequent standing. Ability to occasionally lift 30 pounds.

ENVIRONMENTAL CONDITIONS REQUIREMENTS: Works mostly inside scale house in sitting or standing position.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from high school or possession of an acceptable equivalency diploma.

EXPERIENCE: Considerable experience record keeping and in public contact work preferred. A comparable amount of training or courses in computer usage may be substituted for minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Valid Florida driver's license.

Union ✓	Non-Union	Exempt	Non-Exempt ✓
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